
Fort Lewis eArmyU Brief eCourse Option

eArmyU Program - Overview

- As of 1 October 2004, eArmyU has enlarged its scope and now offers distance learning courses through the eArmyU portal to all soldiers via what is called eCourse enrollment.
- The laptop computer option will be targeted specifically to soldiers eligible for reenlistment, and only those who decide to reenlist for duty in combat forces/operational units as defined by senior Army leadership; the last three slides of this briefing include a current listing of these units.
- This briefing will provide an overview of the eCourse option, highlighting the enrollment process and eligibility requirements. A separate briefing outlines the laptop computer option.

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eCourse Option Eligibility Criteria

- All active duty, AGR and mobilized Guard and Reserve enlisted soldiers
- Access to a personal computer that meets eArmyU specifications, outlined in the last three slides of this brief
- Have a high school diploma or GED certificate
- Have a GT score of 100 or higher or score 10.2 or higher in the Reading and Applied Math sections of the Test of Adult Basic Education (TABE)
- Have adequate tuition assistance funding remaining in the current fiscal year account to cover the cost of course enrollment
- Clear up unresolved tuition assistance issues prior to enrollment
- Meet selected college admissions criteria

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Qualities of the Successful eArmyU Student

Distance learning requires a special set of skills from those of the classroom student. Carefully review the following list of attributes as you consider enrollment in eArmyU:

- Previous academic success, preferably at the college level
- Prior independent study experience (i.e. online Army Correspondence Courses)
- Time management skills
- Self motivation and commitment to task completion
- Knowledgeable in the use of computers and the Internet
- GT score of 110 or higher

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eCourse Option Requirements/Stipulations

- Enroll in an eArmyU course at least once every 90 days in order to maintain free Internet service.
- Log on to eArmyU at least once every 90 days in order to maintain access to your eArmyU account.

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Tuition Assistance Guidelines

- You have access to up to \$4500 each fiscal year in tuition assistance to fund civilian education coursework.
- Tuition assistance can only be used for courses that apply to the degree plan you have selected.
- Tuition assistance will pay up to \$250 per semester hour; you must pay any cost above this amount or use the G.I. Bill if you are eligible to do so to pay the difference through enrollment in the Top-Up program.
- Army policy requires you to maintain a 2.0 grade point average after 15 semester hours of coursework paid for by tuition assistance.

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Tuition Assistance Guidelines

- Tuition assistance may be used to fund one program each at the certificate, associate, bachelor's and master's level; you must start above the level you have already achieved, even if you earned your certificate or degree outside the military. eArmyU allows you to pursue a bachelor's degree program if you have successfully completed 60 or more semester hours (90 or more quarter hours) of study, even if you have not yet earned an associate degree. You must have completed a bachelor's degree to be eligible for acceptance into a graduate program of study, including graduate certificate programs.

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Course Reimbursement Guidelines

- Tuition assistance policy requires you to reimburse the Army for tuition assistance paid for any course for which you receive an “F”, “I” or “W” grade for academic or personal reasons.
- Your eArmyU account will be placed on hold upon the receipt of any of the above three grades and will be removed after you have reimbursed the Army for the course cost or have processed an approved military withdrawal; you will not be permitted to use tuition assistance to enroll in any course until your account is cleared and your hold removed.
- A military withdrawal from courses is permissible for operational reasons, emergency leave, death of a family member and illness or hospitalization; reimbursement in such instances is waived.

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Course Reimbursement Guidelines

- Military withdrawals must be approved by both your unit commander and the first Lieutenant Colonel in the chain of command and are initiated by an Education Center counselor at your request.
- Army policy allows you 120 days to complete missed course requirements and replace an incomplete ("I") with a passing grade.
- Courses dropped 11 or less days prior to the start date will result in a "W" grade and a reimbursement requirement on a sliding payment scale; both you and your college can initiate a course withdrawal, the college as early as one week into the start of the course if you do not maintain course requirements.

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Enrollment Benefits

- Free Internet service while you are actively participating in eArmyU.
- Books and fees included as part of the tuition cost.
- Global college enrollment with access to a computer that meets or exceeds eArmyU technical specifications.
- Online or telephonic assistance 24/7 via the eArmyU Helpdesk:
 - From CONUS locations, call 1-800-817-9990.
 - For toll-free numbers from OCONUS locations and to create a helpdesk case online, go to www.earmy.com and click on the "HELPDESK" link at the top of the screen.
- Online academic tutoring.

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Enrollment Benefits

- Counselor support via eArmyU Program Mentors and Education Center counselors.
- GALILEO Digital Library services.
- eArmyU Campus Points of Contact to address school-specific issues.
- 29 participating eArmyU colleges to choose from offering 140+ programs from the certificate to the master's degree.
- Liberal course transferability from eArmyU schools to other colleges
- IBM Student Services Team to respond to issues escalated by the helpdesk, Program Mentors, Education Center counselors and Campus Points of Contact.

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Enrollment Process Steps

- Review this briefing thoroughly, ensuring all eligibility requirements for the program are met.
- Pick up an enrollment packet at Stone Education Center, Bldg. 6242 or download the enrollment packet and questionnaire sheets from <http://www.lewis.army.mil/eso/>.
- If your GT score is less than 100, raise it via BSEP¹ enrollment or score 10.2 or higher in the Reading and Applied Math sections of the TABE²; provide documentation verifying your GT score if AGR or mobilized ARNG/USAR.

¹BSEP = Basic Skills Education Program

²TABE = Test of Adult Basic Education

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Enrollment Process Steps

- Apply as a prospective student at <http://www.earmyu.com>; AGR and mobilized ARNG/USAR notified their SSN is not on the TAPDB must contact a counselor via email to earmyu@lewis.army.mil (see email instructions next slide) or by calling 967-7295 or 967-7174.
- Select an eArmyU school and program of study.
- Bring your enrollment packet with all items completed to the Stone Education Center, with the exception of the one-paragraph statement describing why you want to enroll in eArmyU; this statement must be emailed as a Word document attachment; see the next slide for instructions on email delivery. Off-site personnel must follow the instructions on the next slide for fax and email delivery.

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Enrollment Process Steps

- Unless otherwise indicated, enrollment packet documents may be delivered, faxed or emailed to the Stone Education Center for processing.
 1. Drop off hand-carried packets to an Advising Section front desk receptionist;
 2. Fax items to (253) 967-2207 with the subject: eArmyU eCourse Enrollment followed by your rank and full name and the last four digits of your social security number.
 3. Email items to earmyu@lewis.army.mil with the subject: eArmyU eCourse Enrollment followed by your rank and full name and the last four digits of your social security number.

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Enrollment Process Steps

- Go to the Education Center with your completed packet and see a counselor or forward your packet in accordance with the previous slide's instructions. The counselor will ensure your packet is complete and determine your readiness for eArmyU. If your packet is incomplete, you must provide all needed information to continue the enrollment process. If you forward your packet, you will be notified within two working days if your packet is incomplete or if the counselor decides you are not yet ready for enrollment. If you are not recommended for enrollment, you will be counseled as to why and given suggested alternatives for the pursuit of higher education.
- If you are recommended for enrollment, you will be given or sent a paper-based Statement of Understanding (SoU) form for both your signature and your commander's signature.

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Enrollment Process Steps

- Return the signed SoU to the eArmyU Customer Support Office on the 2nd floor of Stone Education Center, at which time you will be enrolled in eArmyU. Off-site personnel may fax or email the form for enrollment processing but must also forward the original to maintain continued eligibility for eCourses. The paper-based version must be signed annually after enrollment in the first eArmyU course and will be supplemented by an electronic version which will be posted to the eArmyU website for concurrence each eArmyU term.
- Sign on to your eArmyU account, complete the online application form, send in documents requested by your home institution and enroll in courses.

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eCourse Option Enrollment Timeline

- Deliver or forward your Statement of Understanding to the Education Center as soon as possible after your commander signs it; enrollment will be effective within two working days of receipt; concur each quarter with the electronic version posted to your eArmyU account immediately upon posting in order to maintain eligibility for enrollment.
- Download Fiberlink Internet Service Provider (ISP) and Boot Camp Tutorial Program within seven days of enrollment, after ensuring your computer meets the technology specifications outlined in the last three slides of this briefing.

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eCourse Option Enrollment Timeline

- Complete online common application and forward to selected eArmyU college along with academic and AARTS transcripts and other requested items within seven days of enrollment.
- eArmyU college completes and posts academic degree plan (Student Agreement) to your account after receipt of all required documents; you cannot enroll in more than two courses without counselor approval until Student Agreement is completed and posted.
- Enroll in one or more courses within a 90-day period in order to maintain Fiberlink connection to the Internet.

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eCourse Option Enrollment Timeline

- Register for courses at least 12 days prior to the course start date if located in CONUS and 21days prior if located OCONUS in order to receive course materials in a timely manner.
- Provide Test Proctor information to your college within two weeks of an exam date.
- Drop courses more than 11 days prior to the course start date to avoid tuition reimbursement charges.

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Technical Specifications for non-eArmyU Computer

1. Hardware Specifications

- Must be a PC; cannot be a Macintosh or other non-PC computer.
- 1 GHz processor
- 256 MB RAM
- 10 GB hard drive
- 512 Level 2 cache memory
- 14.1" XGA TFT display
- Must have audio card and speakers or headphone
- 24X CD ROM

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Technical Specifications for non-eArmyU Computer

1. Hardware Specifications

- 56K modem
- Must have a floppy disk drive
- Should have a PCMCIA slot
- Should have external port for printer and other device connectivity
- Should have a 10/100 network interface card

2. Software Specifications

- Microsoft Windows 2000 or XP (Home or Professional) Operating System
- Microsoft Office 2000 or XP, with Word, Excel, PowerPoint and Access software

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Technical Specifications for non-eArmyU Computer

2. Software Specifications

- Microsoft Windows 2000 or XP (Home or Professional) Operating System
- Microsoft Office 2000 or XP, with Word, Excel, PowerPoint and Access software
- Microsoft Outlook
- Microsoft Internet Explorer Version 6.0 or higher
- Designated ISP for eArmyU is Fiberlink; you must pay for any other ISP.